



Board of Works

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Memorandum

To: Westfield Board of Public Works & Safety

Date: November 17, 2011

Re: Public Works & Matters

Memo to Board Members

Dear Board Members, I would like to take this opportunity to update you regarding some of the activities that have taken place within the Public Works Department over the last month.

Fees Collected

(See Attachment 1)

Public Works Progress Report

(See Attachment 3)

Employee of the Month for July

The City Services Going the Extra Mile Employee of the Month selection for October 2012 was Bryan Forkner. Bryan is employed with the City of Westfield Public Works Department in the Water Division as the Utilities Superintendent.

Please join me in congratulating Bryan Forkner on this significant achievement.

ATTACHMENT #1

Yearly Permit Fees-2011

Type of Fees	January	February	March	April	May	June	July	August	September	October	November	December
Encroachment Permits	\$ 350.00	\$ 200.00	\$ 200.00	\$ 850.00	\$ 1,325.00	\$ 3,250.00	\$ 1,925.00	\$ 1,625.00				
Sewer Availability Fees	\$ 3,500.00	\$ 43,750.00	\$ 5,250.00	\$ 5,250.00	\$ 5,250.00	\$ 4,100.00	\$ 279,962.50	\$ 1,750.00				
Sewer Tap Fees	\$ 9,000.00	\$ 1,800.00	\$ 16,200.00	\$ 15,600.00	\$ 13,200.00	\$ 13,200.00	\$ 61,122.00	\$ 26,400.00				
Subsequent Sewer Connection	\$ 2,049.00	\$ 380.00	\$ 3,487.00	\$ 5,166.00	\$ 2,429.00	\$ 2,429.00	\$ 2,049.00	\$ 4,016.00				
Water Availability Fees	\$ 1,800.00	\$ 22,500.00	\$ 7,920.00	\$ 7,920.00	\$ 2,700.00	\$ 1,800.00	\$ 143,091.00	\$ 900.00				
Water-3/4" Tap Fees	\$ 4,250.00	\$ 1,750.00	\$ 9,200.00	\$ 9,200.00	\$ 7,000.00	\$ 7,500.00	\$ 26,717.50	\$ 12,500.00				
Water-1" Tap Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Subsequent Water Connection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Lawn Irrigation Fees	\$ -	\$ 240.00	\$ -	\$ 720.00	\$ 1,800.00	\$ 3,390.00	\$ 3,480.00	\$ 2,400.00				
Road Impact Fees	\$ 19,800.00	\$ 3,600.00	\$ 19,800.00	\$ 19,800.00	\$ 30,600.00	\$ 23,400.00	\$ 28,800.00	\$ 34,200.00				
Plan Review Fees	\$ 5,200.00	\$ 1,625.00	\$ 1,625.00	\$ 1,925.00	\$ 3,780.00	\$ 1,325.00	\$ 2,190.00	\$ 150.00				
Inspection Fees	\$ 2,568.43	\$ 943.50	\$ 943.50	\$ 1,036.00	\$ 1,036.00	\$ 999.00	\$ 499.50	\$ 185.00				
Map Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Erosion Control Appl. Fees	\$ 1,500.00	\$ 400.00	\$ 3,000.00	\$ 3,000.00	\$ 2,900.00	\$ 3,000.00	\$ 3,200.00	\$ 3,100.00				
Erosion Control Penalty Fees	\$ 100.00	\$ 2,100.00	\$ 1,350.00	\$ 1,350.00	\$ 300.00	\$ 500.00	\$ 1,150.00	\$ 1,250.00				
Sanitary Sewer Permit Fees	\$ 600.00	\$ -	\$ 300.00	\$ 300.00	\$ 300.00	\$ -	\$ 300.00	\$ 300.00				
Water Permit Fees	\$ 600.00	\$ -	\$ -	\$ -	\$ 900.00	\$ 300.00	\$ 300.00	\$ 300.00				
Water Service Line Protection	\$ 639.00	\$ 735.00	\$ 726.00	\$ 726.00	\$ 918.00	\$ 1,278.00	\$ 900.00	\$ 711.78				
Totals per Month	\$ 52,076.43	\$ 80,023.50	\$ 71,855.50	\$ 79,565.00	\$ 66,471.00	\$ 555,705.50	\$ 89,787.78	\$ -	\$ -	\$ -	\$ -	\$ -

	1st Qtr Total	2nd Qtr Total	3rd Qtr Total	4th Qtr Total
Encroachment Permits	\$ 1,400.00	\$ 6,500.00	\$ 1,625.00	\$ -
Sewer Availability Fees	\$ 52,500.00	\$ 289,332.50	\$ 1,750.00	\$ -
Sewer Tap Fees	\$ 27,000.00	\$ 89,922.00	\$ 26,400.00	\$ -
Subsequent Sewer Connection	\$ 5,916.00	\$ 9,634.00	\$ 4,016.00	\$ -
Water Availability Fees	\$ 32,220.00	\$ 147,591.00	\$ 900.00	\$ -
Water-3/4" Tap Fees	\$ 15,200.00	\$ 41,217.50	\$ 12,500.00	\$ -
Water-1" Tap Fees	\$ -	\$ -	\$ -	\$ -
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -
Subsequent Water Connection	\$ -	\$ -	\$ -	\$ -
Lawn Irrigation Fees	\$ 960.00	\$ 8,670.00	\$ 2,400.00	\$ -
Road Impact Fees	\$ 43,200.00	\$ 82,800.00	\$ 34,200.00	\$ -
Plan Review Fees	\$ 8,670.00	\$ 7,295.00	\$ 150.00	\$ -
Inspection Fees	\$ 4,640.43	\$ 2,534.50	\$ 185.00	\$ -
Map Fees	\$ -	\$ -	\$ -	\$ -
Erosion Control Appl. Fees	\$ 4,900.00	\$ 9,100.00	\$ 3,100.00	\$ -
Erosion Control Penalty Fees	\$ 3,550.00	\$ 1,950.00	\$ 1,250.00	\$ -
Sanitary Sewer Permit Fees	\$ 900.00	\$ 600.00	\$ 300.00	\$ -
Water Permit Fees	\$ 600.00	\$ 1,500.00	\$ 300.00	\$ -
Water Service Line Protection	\$ 2,100.00	\$ 3,096.00	\$ 711.78	\$ -
Totals per Quarter	\$ 203,956.43	\$ 701,742.50	\$ 89,787.78	\$ -

	2011 Year to Date
Encroachment Permits	\$ 9,525.00
Sewer Availability Fees	\$ 343,582.50
Sewer Tap Fees	\$ 143,322.00
Subsequent Sewer Connection	\$ 19,566.00
Water Availability Fees	\$ 180,711.00
Water-3/4" Tap Fees	\$ 68,917.50
Water-1" Tap Fees	\$ -
Water-1 1/2" or Greater	\$ -
Subsequent Water Conn.	\$ -
Lawn Irrigation Fees	\$ 12,030.00
Road Impact Fees	\$ 160,200.00
Plan Review Fees	\$ 16,315.00
Inspection Fees	\$ 7,359.93
Map Fees	\$ -
Erosion Control Appl. Fees	\$ 17,100.00
Erosion Control Penalty Fees	\$ 6,750.00
Sanitary Sewer Permit Fees	\$ 1,800.00
Water Permit Fees	\$ 2,400.00
Water Service Line Protection	\$ 5,907.78
Gross Total for 2011	\$ 995,486.71

	7 months of 2010	Jul-10
Encroachment Permits	\$ 9,255.00	\$ 2,425.00
Sewer Availability Fees	\$ 415,546.72	\$ 6,056.18
Sewer Tap Fees	\$ 191,142.00	\$ 10,938.00
Sub-Subsequent Sewer Connection	\$ 28,965.00	\$ 5,305.00
Water Availability Fees	\$ 226,942.48	\$ 7,248.21
Water-3/4" Tap Fees	\$ 91,983.23	\$ 7,957.50
Water-1" Tap Fees	\$ -	\$ -
Water-1 1/2" or Greater	\$ -	\$ -
Subsequent Water Connection	\$ 5,936.48	\$ 742.06
Lawn Irrigation Fees	\$ 7,780.00	\$ 2,880.00
Road Impact Fees	\$ 221,702.00	\$ 23,400.00
Plan Review Fees	\$ 14,337.50	\$ 3,965.00
Inspection Fees	\$ 11,572.45	\$ 3,996.00
Map Fees	\$ 2,000.00	\$ -
Erosion Control Appl. Fees	\$ 16,210.00	\$ 2,100.00
Erosion Control Penalty Fees	\$ 2,300.00	\$ 250.00
Sanitary Sewer Permit Fees	\$ -	\$ -
Water Permit Fees	\$ -	\$ -
Water Service Line Protection	\$ 9,212.00	\$ 762.00
Total	\$ 1,254,804.86	\$ 77,624.95

	2010 Totals	2009 Totals	2008 Totals	2007 Totals	2006 Totals	2005 Totals	2004 Totals
Encroachment Permits	\$ 14,355.70	\$ 11,025.00	\$ 15,634.00	\$ 25,106.20	\$ 23,536.30	\$ 12,772.10	\$ 7,351.80
Sewer Availability Fees	\$ 710,600.33	\$ 218,300.00	\$ 892,942.20	\$ 442,699.90	\$ 1,426,546.60	\$ 3,040,982.50	\$ 1,777,782.50
Sewer Tap Fees	\$ 309,360.00	\$ 288,072.00	\$ 647,808.00	\$ 400,610.40	\$ 712,284.00	\$ 825,756.00	\$ 731,820.00
Subsequent Sewer Connection	\$ 44,542.60	\$ 38,590.40	\$ 13,851.00	\$ 25,062.48	\$ 54,840.61	\$ -	\$ -
Water Availability Fees	\$ 382,857.16	\$ 112,252.50	\$ 609,955.80	\$ 411,028.68	\$ 1,380,543.35	\$ 2,122,651.55	\$ 1,427,085.51
Water-3/4" Tap Fees	\$ 148,004.26	\$ 126,495.00	\$ 289,725.00	\$ 212,442.00	\$ 420,874.50	\$ 442,330.00	\$ 270,070.00
Water-1" Tap Fees	\$ -	\$ -	\$ 1,000.00	\$ 1,750.00	\$ 5,865.00	\$ 39,581.17	\$ 63,824.10
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -	\$ 3,135.00	\$ 1,500.00	\$ 41,680.00
Subsequent Water Connection	\$ 7,420.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lawn Irrigation Fees	\$ 13,830.00	\$ 7,865.00	\$ 3,525.00	\$ 7,100.00	\$ 4,490.00	\$ 4,200.00	\$ 2,700.00
Road Impact Fees	\$ 380,074.00	\$ 214,012.00	\$ 407,237.54	\$ 432,515.56	\$ 909,894.76	\$ 908,081.55	\$ 586,208.98
Plan Review Fees	\$ 24,017.50	\$ 17,175.00	\$ 45,735.00	\$ 71,200.00	\$ 138,015.00	\$ 30,076.00	\$ 24,600.00
Inspection Fees	\$ 25,492.44	\$ 19,351.00	\$ 50,605.00	\$ 85,056.60	\$ 93,523.38	\$ 10,536.57	\$ 616.77
Map Fees	\$ 2,400.00	\$ -	\$ 20.00	\$ 276.25	\$ 525.00	\$ 104.50	\$ -
Erosion Control Appl. Fees	\$ 26,954.00	\$ 15,300.00	\$ 25,800.25	\$ 43,320.00	\$ 26,904.00	\$ -	\$ -
Erosion Control Penalty Fees	\$ 4,500.00	\$ 7,750.00	\$ 19,065.00	\$ 20,650.00	\$ 13,300.00	\$ -	\$ -
Sanitary Sewer Permit Fees	\$ 600.00	\$ 600.00	\$ 2,100.00	\$ 3,000.00	\$ 7,200.00	\$ -	\$ -
Water Permit Fees	\$ 900.00	\$ 2,700.00	\$ 5,400.00	\$ 5,400.00	\$ 3,000.00	\$ -	\$ -
Water Service Line Protection	\$ 12,809.00	\$ 6,737.00	\$ 952.00	\$ 1,440.00	\$ 3,648.00	\$ -	\$ -
Gross Total	\$ 2,108,717.61	\$ 1,084,124.90	\$ 3,028,295.79	\$ 2,188,657.07	\$ 5,228,125.50	\$ 7,438,570.94	\$ 4,933,639.66

2004

2005

2006

2007

2008

2009

2010

ATTACHMENT #2

WESTFIELD PUBLIC WORKS MONTHLY ACCIDENT STATISTICAL REPORT FOR SEPTEMBER 2011

Location	# of employees	# of Hours Worked	Employee Accidents/ Month	Disabling Accidents/ Month	Lost Work Days	Restricted Work Days	OSHA Recordable Accidents	# of Vehicles	# of Miles Driven	# of Vehicle Accidents for the Month	Chargeable Accidents for the Month	# of Property Damage Accidents/ Incidents	Cost of Property Damage Incidents
Administrative	3	421	0	0	0	0	0	1	700	0	0	0	\$0.00
CSC	7	866	0	0	0	0	0	1	117	0	0	0	\$0.00
Water	5	723	1	0	0	0	0	7	5249	0	0	1	\$0.00
Wastewater	4	621.5	0	0	0	0	0	6	2854	0	0	0	\$0.00
Street-G/M	15	2076.25	4	0	2	0	0	17	6397	0	0	2	\$600.00
Dev/Con-Eng	7	995.25	0	0	0	0	0	6	1942	0	0	0	\$0.00
Inst & Controls	2	278.75	0	0	0	0	0	1	751	0	0	0	\$0.00
2011	43	5981.75	5	0	2	0	0	39	18010	0	0	3	\$600.00
2010	44	5875	1	0	0	0	1	38	21752	0	0	0	0

9/22/11 Jeremy Lollar hit an unmarked gas service while doing a water service repair
9/17/11 Ren Waiter got poison ivy while using log chipper (Lost Work Day)
9/22/11 Eric Watts while loading brush pile into dump truck a small log damage the grill of the backhoe
9/29/11 Eric Watts while cutting down a tree limb the limb struck him on the head (Lost Work Day)
9/29/11 Josh Pickett damaged the tailgate of truck 135 loading a portion of a concrete curb into the back of it

ATTACHMENT #3

WESTFIELD BOARD OF PUBLIC WORKS MEETING

Westfield Public Works Executive Summary Progress Report

1. Village Park TIF Projects

- East Access Road – This project was bid on April 4, 2010, the Public Works Department awarded the bid to E&B Paving on September 30, 2010. Right-of-Way acquisition for the East Access Road is complete for the proposed road that will run behind Marsh and Wal-Mart to connect Greyhound Pass to 151st Street.

This project is Complete with only some punchlist items remaining.

- South Union to Western Way Drive (Westfield Blvd.)(aka West Access Road) – This project has been broken into 3 Segment Phases. Phase 1 is from US31 south to 151st Street. The alignment and location of this segment has not be determined. Phase 2 will be from 151st south and tie into Greyhound Pass. Phase 3 will consist of building a Round-A-Bout at the intersection of Western Way/Greyhound Pass and the new West Access Road Connection.

The professional services design for Phase 1 will be conducted by VSE Engineering. With this design a complete environmental assessment will be conducted for all 3 Phases. In the winter and Spring of 2011 the entire area was surveyed.

2. Eastside TIF Projects – 161st Street and Carey Road. The design and engineering work on the 161st Street and Carey Road Round-a-bout project is complete, with R/W acquisition and utility coordination beginning in 2012. At this time, it appears that this project will likely be scheduled for utility relocations in late 2012 with construction in early 2013.
3. Beechwood Storm Sewer Project. The Beechwood Storm Sewer project is in the final design phases. The field survey, utility investigation, and engineering have been completed. VSE Engineering has finalized plans and prepared easement documentation and were sent to residents on July 29, 2011 This project is now shelf ready and ready to move forward in 2012.
4. Block Grant. This Project is complete with only minor punchlist items needing to be completed.
5. 2011 Resurfacing and Maintenance Improvement Project. This project is complete.
6. Towne Road Bridge Replacement over the John Edwards Drain. The Public Works Engineering Division will be drafting an RFP for the design of a bridge for Towne Road. This bridge which was listed in the top 8 for replacement according to the City of Westfield Small Structure Inventory List is complete. Engineering will

begin in late 2012 with proposed construction of this bridge proposed for 2013 depending on funding.

7. Natalie Wheeler Trail. This project is complete.
8. Grand Park. The Public Works Engineering and Development/Construction Divisions are providing technical input into the planning and design of the Grand Park Sports Complex. The Public Works Department is participating in the Design and Financial analysis meetings associated with this project.
9. Grand Junction. The Public Works Department continues to be the lead on the proposed Regional Detention Plan associated with the Anna Kendall (Cool Creek) Regulated Drain. The Public Works Department also has provided technical input in regards to the downtown thoroughfare plan, utility development, and trail development.
10. Public Safety Training Facility/ Public Works Horseshoe Water Utilities Property. This project is complete.
11. Horseshoe Well Development. Currently Well #14 has been installed along with the associated valve vault and this well is currently in production. Well 15, which was added later to this project has been installed and final instrumentation and control along with the final electrical installation is being installed at this time.
12. Oakridge Road and 161st Street Round-a-bout. The Public Works Department applied for CMAQ funds for an RAB at this intersection and these funds were approved at the August of 2011 by the MPO. At this time this funding is for construction only with the cost of design, R/W and utility acquisition by the City. The Public Works Department has also applied for additional funds for the cost of design, R/W and utility acquisition and these funds were also approved at the August MPO. Design will begin either late 2011 or early 2012. The Selection Team for the RFP has concluded and their scoring sheets have been sent to INDOT for final approval.
13. CMAQ Funds Applications. The Public Works Department also applied for four other intersections for CMAQ funds for the construction of RAB's. The four intersections under consideration are 156th and Springmill, 161st Street and South Union, 156th Street and Oak Ridge Road, and 169th Street and Springmill Road. At the August MPO Policy Meeting the MPO members voted to approve the 156th Street and Springmill Road RAB for funding for construction and construction inspection. This intersection will be designed in 2012 with construction on 2014.
14. Monon Trail TE Grant Funds. The City has officially been awarded TE funds for three projects. They are as follows:

Des. No.	Location	Amount
0900029	SR 32 to 216 th St.	\$846,000 (federal)/\$211,500(local)
1173079	SR 32 to 191 st St.	\$1,096,667 (federal)/\$822,583(local)
1173193	191 st to 216 th	\$1,000,000 (federal)/(\$1.4M (local)

A TIP amendment request was submitted and approved by the MPO which placed both the 09 and the 11 project into the TIP with the 09 labeled strictly for Design, Survey and R/W and the 11 labeled for construction and construction inspection. Currently, there is a RFP out for the Design and R/W acquisition for the Monon Trail. North of SR32 to the Monon Trails Elementary School.